IPEDS **2023-24 Data Collection System**

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
OMB NO. 1850-0582 v.32 : Approval Expires 8/31/2025
User ID: P1479161

Academic Libraries 2023-24

Institution: Parkland College (147916)   User ID: P1479161

Overview

Academic Libraries Overview

Welcome to the IPEDS Academic Libraries (AL) survey component. The purpose of the AL component of IPEDS is to collect information on library collections, library staff, library expenses, and library services for libraries in degree-granting postsecondary institutions.

Data Reporting Reminders

- Report data to accurately reflect the time period corresponding with the IPEDS survey component, even if such reporting is seemingly inconsistent with prior-year reporting.

- Report all data for fiscal year (FY) 2023. Fiscal Year 2023 is defined as the most recent 12-month period that ends before October 1, 2023, that corresponds to the institution's fiscal year.

Changes to reporting for 2023-24:

There are no changes to this survey component.

Coverage

Include data for the main or central academic library and all branch and independent libraries that were open all or part of the Fiscal Year 2023. Branch and independent libraries are defined as auxiliary library service outlets with quarters separate from the central library that houses the basic collection. The central library administers the branches. Libraries on branch campuses that have separate IPEDS unit identification numbers are reported as separate libraries.

Resources:

- To download the survey materials for this component: Survey Materials
- To access your prior year data submission for this component: Reported Data
- For more information about the previous survey: Academic Libraries Survey

If you have questions about completing this survey, please contact the **IPEDS Help Desk at 1-877-225-2568**.

Screening Questions

ⓘ **Were your annual total <u>library expenses</u> (including staff salaries and wages) for Fiscal Year 2023:**

   ◯   Less than $100,000   ◉   Greater than or equal to $100,000

Is the <u>library collection</u> entirely electronic?

   ◉   No   ◯   Yes

Library Collections/Circulation, Interlibrary Loan Services, and Library Staff

Section I: For all degree-granting institutions with library expenses >0 and/or access to a library collection

NOTE - This section of the survey collects data on selected types of material. It does not cover all materials. Report the total number of each category held at the END of Fiscal Year 2023.

Library Collections	Physical		Digital/Electronic		Total
		Prior Year Amount		Prior Year Amount	
Books	82,467	77,680	329,356	307,023	
Databases			40	43	
Media	7,629	8,664	84,900	82,479	
Serials	☑ 357	120	☑ 109,725	82,518	
Total	90,453	86,464	524,021	472,063	614,474

	Physical		Digital/Electronic		Total
ⓘ Library Circulation	5,663	5,704	141,103	114,663	146,766

Does your institution have Interlibrary Loan Services ?

○ No
◉ Yes

Interlibrary Loan Services	Number	Prior Year Amount
Total interlibrary loans and documents provided to other libraries	1,200	1,120
Total interlibrary loans and documents received	318	302

Does your institution have Library Staff?

○ No
◉ Yes

Library Staff	Number of FTEs	Prior Year Amount
Librarians	4.50	4.50
Other Professional Staff	4.00	4.00
All Other Paid Staff (Except Student Assistants)	0.50	0.50
Student Assistants	☑ 1.00	0.70
Total	10.00	9.70

You may use the box below to provide additional context for the data you have reported above.

Expenses

Section II: For degree-granting institutions with library expenses >= $100,000

Library expenses should be reported for the most recent 12-month period that corresponds to your institution's fiscal year that ends before October 1, 2023.

		Prior Year Amount
ⓘ **Indicate the number of branch and independent libraries (exclude the main or central library).**	0	0

ⓘ Expenses	Amount	
Total salaries and wages for the library staff	823,809	701,547

Are staff fringe benefits paid out of the library budget?		
○ No		
⦿ Yes — **Total Fringe benefits** ☑	228,128	172,394

Materials/services expenses

	Amount	Prior Year Amount
One-time purchases of books, serial back-files, and other materials	31,235	21,643
Ongoing commitments to subscriptions	49,659	131,196
All other materials/services costs	28,700	32,786
Total materials/services expenses	☑ **109,594**	185,625

Operations and maintenance expenses

	Amount	Prior Year Amount
Preservation services	0	0
All other operations and maintenance expenses	165,178	82,950
Total operations and maintenance expenses	☑ **165,178**	82,950

	Amount	Prior Year Amount
Total Expenses	**1,326,709**	1,142,516
Total Expenses (minus Fringe Benefits)	**1,098,581**	970,122

You may use the space below to provide context for the data you've reported above.

Prepared by

Prepared by

Reporting Reminders:
- The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data.
- The Keyholder will be copied on all email correspondence to other preparers.
- The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS.
- Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.
- Thank you for your assistance.

This survey component was prepared by:					
○	Keyholder	○	SFA Contact	○	HR Contact
○	Finance Contact	●	Academic Library Contact	○	Other
Name:	Deb Probasco				
Email:	dprobasco@parkland.edu				

How many staff from your institution only were involved in the data collection and reporting process of this survey component?
5.00 Number of Staff (including yourself)

How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?
Exclude the hours spent collecting data for state and other reporting purposes.

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	6.00 hours	hours	1.00 hours	hours
Other offices	hours	hours	hours	hours

Summary

Academic Libraries Component Summary

The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your institution's Data Feedback Report (DFR). In addition, all data reported in IPEDS survey components become publicly available through the IPEDS Use the Data and appear as aggregated statistics in various Department of Education reports. College Navigator is updated approximately three months after the data collection period closes and DFRs will be available through the IPEDS Use the Data and sent to your institution's CEO at the end of 2024.

Please review your data for accuracy. If you have questions about the data displayed below or after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at: 1-877-225-2568 or ipedshelp@rti.org.

Library Collections/Circulation	Physical	Digital/Electronic
Books	82,467	329,356
Databases		40
Media	7,629	84,900
Serials	357	109,725
Total	90,453	524,021
Library Circulation	5,663	141,103

Interlibrary Loan Services	Total interlibrary loans and documents provided to other libraries : 1200 Total interlibrary loans and documents received : 318
Library Staff	Librarians : 4.50 Other Professional Staff : 4.00 All Other Paid Staff (Except Student Assistants) : 0.50 Student Assistants : 1.00

Expenses	Amount
Branch and independent libraries	0
Salaries and wages	823,809
Fringe benefits	228,128
Total materials/services expenses	109,594
Total operations and maintenance expenses	165,178
Total Expenses	1,326,709

Edit Report

Academic Libraries

Source	Description	Severity	Resolved	Options
Screen: Collections/Circulation/Interlibrary Loan Services and Staff				
Screen Entry	The number entered (357) is outside the expected range of between 84 and 156 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Librarian new to the position wasn't sure how/where to find all the data and thinks last years reporting reflected lower than it should have.			
Screen Entry	The number entered (109,725) is outside the expected range of between 57,763 and 107,273 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	Librarian new to the position wasn't sure how/where to find all the data and thinks last years reporting reflected lower than it should have.			
Screen Entry	The Student Assistants(1.00) is outside the expected range compared to Student Assistants reported in the prior year(0.70). Please correct your data or explain. (Error #15815)	Explanation	Yes	
Reason	.7 paid by federal work study funds and .3 paid by student budget funds equaling 1 total student assistant position.			
Screen: Expenses				
Screen Entry	The number entered (228,128) is outside the expected range of between 137,916 and 206,872 compared to the prior year value. Please correct your data or explain. (Error #15015)	Explanation	Yes	
Reason	We have a self funded medical plan which means costs change year to year based on health care consumption.			
Screen Entry	The calculated value (109,594) is outside the expected range of between 139,219 and 232,031 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	We used to pay a majority of bills out of the materials/services expenses lines (namely the subscriptions line) and now pay them out of the operations and maintenance expenses lines. We have been adjusting payments to align more clearly within the correct budget line areas.			
Screen Entry	The calculated value (165,178) is outside the expected range of between 53,918 and 111,982 compared to the prior year value. Please correct your data or explain. (Error #15027)	Explanation	Yes	
Reason	We used to pay a majority of bills out of the materials/services expenses lines (namely the subscriptions line) and now pay them out of the operations and maintenance expenses lines. We have been adjusting payments to align more clearly within the correct budget line areas.			